



YARD DUTY AND SUPERVISION POLICY

UNIVERSITY PARK PRIMARY SCHOOL



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9366 1356.

PURPOSE:

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE:

This policy applies to all teaching and non-teaching staff at University Park PS, including education support staff, casual relief teachers and visiting teachers.

POLICY:

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

University Park Primary School's grounds are supervised by school staff from 8.30 am until 3.30 pm. Outside of these hours, school staff will not be available to supervise students. Leadership and/or staff will open and monitor the gates from 8.30 am each morning.

Before and after school, school staff will be available to supervise Area 1, Area 2 and Area 3 of the school.

Parents and carers should not allow their children to attend University Park PS outside of these hours. Families are encouraged to contact Theircare on 1300 072 410 or refer to www.theircare.com.au for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carers to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

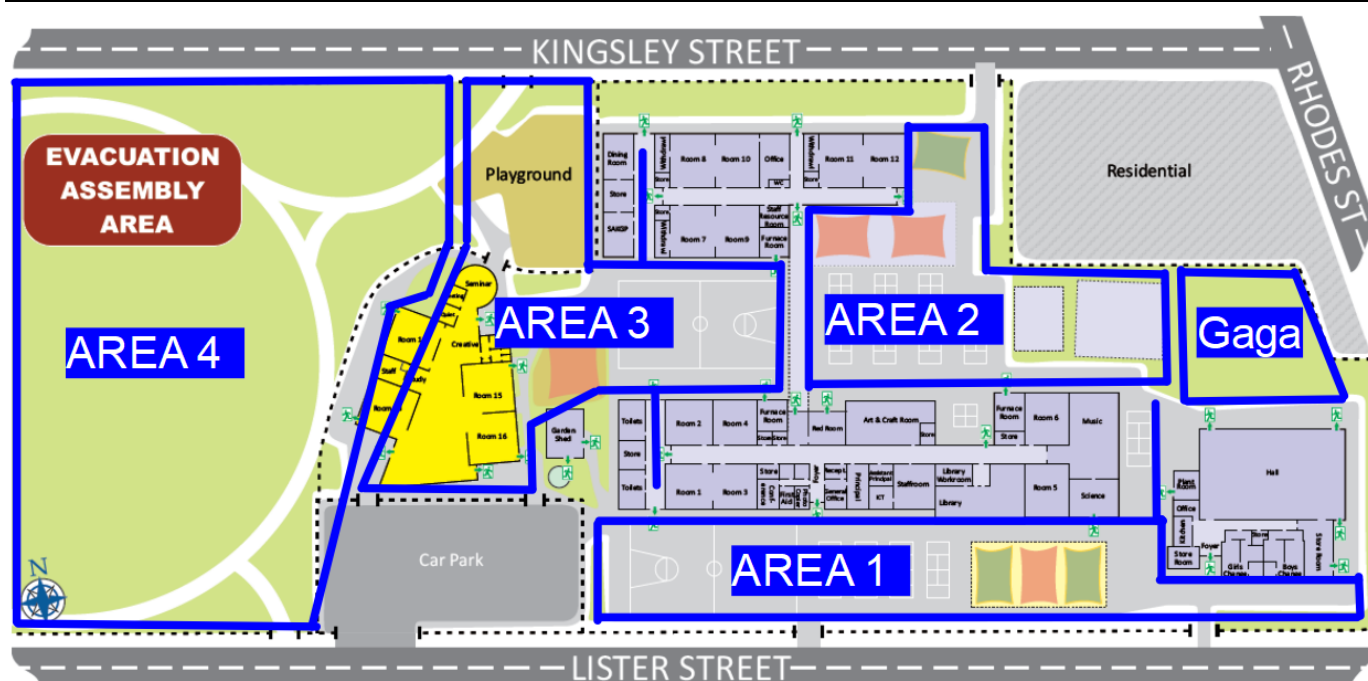
Yard duty

All staff at University Park PS are expected to assist with yard duty supervision and will be included in the weekly roster.

The assistant principal (timetables) is responsible for preparing and communicating the yard duty timetable regularly. At University Park PS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as of Term 2, 2021 are outlined below:

Areas	Description
Area 1	Front of school, eating area, front of canteen, side of Building 1.
Gaga pit	Supervision of safe and fair play for allocated students.
Area 2	Sandpit, eating area, Netball courts.
Area 3	Activity track, junior playground, oval playground, toilets and breezeway.
Area 4	Oval: circle the path and monitor the fence lines.



Area 1 - front of school, eating area, front of canteen, side of building 1.

Gaga Pit - supervision of fair and safe play for allocated cohorts.

Area 2 - sand pit, eating area, netball courts.

Area 3 - activity track, junior playground, toilets, breezeway, oval playground.

Area 4 - circle the oval path, monitor the fence lines (no Preps allowed).

Yard duty responsibilities

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the office/staffroom for CRTs or teachers who do not have their own.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher and complete a brief handover. Phone the office if a relieving teacher does not arrive within 5 minutes of the change over chime.

During yard duty, supervising staff must:

- methodically move around the designated yard duty area to ensure you visit all parts of the area several times during the supervision
- be alert and vigilant
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- contact the office immediately if they consider an unknown visitor to be unsafe, ensure all students are kept safely away and maintain vigilante supervision until informed otherwise
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, following any relevant disciplinary measures set out in your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable. First Aide is administered at the Red Room located in Area 2
- log any incidents or near misses using the school's google form as appropriate
- if being relieved of a yard duty shift by another staff member (for example, at lunchtime when the chime rings) ensure that a brief but adequate verbal 'handover' is given to the next staff member concerning any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal, Natalie Cummaudo, with as much notice as possible before the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office but **should not leave the designated area** until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should contact or send a message to the office and **not leave the designated area** until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office for assistance. The teacher should then wait until another staff member or member of leadership has arrived at the classroom to supervise the class before leaving.

School activities, camps and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual learning

University Park Primary School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

University Park Primary School will also ensure appropriate supervision of students participating in virtual learning environments, such as the High Abilities program or other online contexts, while on school site. In these cases, students will undertake learning in the Red Room and be supervised by office staff or leadership, or suitable arrangements will be made in classrooms for supervision by the classroom teacher.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

COMMUNICATION:

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff guidelines
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and provided regularly in our school newsletter.

FURTHER INFORMATION AND RESOURCES:

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

REVIEW CYCLE AND EVALUATION:

This policy was last updated in [July 2022](#) and is scheduled for review in [July 2024](#). This policy will also be updated if significant changes are made to school grounds that require a revision of the school's Yard Duty and Supervision Policy.